

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: LIBRARY MATCHING EQUIPMENT FUND
POLICY NO.: 100-08
EFFECTIVE DATE: June 13, 1983

BACKGROUND:

The City Council established a Library Matching Book Fund in July 1980, to encourage contributions from the community. With the demonstration of community support for the matching fund concept, a separate Library Matching Fund for equipment has been proposed.

PURPOSE:

To create a separate Library Matching Equipment Fund to match donations contributed for the purpose of acquiring library equipment. Also to formalize procedures for establishment of annual funding levels, types of donation eligible for matching and allowable expenditures of matching funds.

DEFINITIONS:

Donation - A contribution of money or cash equivalent to the City for the purchase of library equipment. Donations include solicited or unsolicited contributions from individuals or organizations as well as proceeds of sales of books or other items by organizations such as Friends of the Library, including discarded books and library material donated to the Friends.

Library Equipment - For the purpose of this Council Policy, library equipment is defined as items purchased to assist staff in providing direct library service to the public and includes items such as book trucks, tables, chairs, typewriters, file cabinets, microfilm equipment, display racks and recording equipment.

POLICY:

1. Matching Funds - It is the policy of the City Council that there be two separate and distinct matching funds for the Library, one to match funds donated to purchase books and one to match funds donated to purchase library equipment. If possible, at the time a donation is made the donor will be asked to indicate whether the donation is to be spent on books or equipment. Only donations specified for equipment will be placed in the equipment fund. Donations may be earmarked for any specific item, so long as the item falls within the definitions above.
2. City Match - The City Council shall set the amount available from the City for matching funds during budget

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

sessions, and shall take into consideration previous years donations, increases in the cost of library equipment, and the General Fund equipment budget.

3. Eligible Donations - Donations eligible for matching include monies from all sources listed in the definition.
4. Staff Time - Since the library staff must work closely with community organizations such as Friends of the Library for the betterment of community libraries, library staff may provide liaison and assist in the book sales, so long as these activities do not interfere with assigned duties.
5. Staff Book Sales - Proceeds from sales of books and library material sold primarily by City staff will be retained by the branch where the sale takes place. These proceeds are not eligible for the City match.
6. Allocation Within Library
 - a. All donations made on behalf of a branch or the Central Library shall be earmarked for that branch or the Central Library.
 - b. The City's matching amount shall be distributed as follows: 50% of the amount shall be designated for the branch or Central Library where the donation was received. The remaining 50% of the amount will be placed in a "pool" to be distributed at the discretion of the City Librarian on the basis of need.
 - c. Every six months the City Librarian will report to the City Council on the disbursement of the "pool" amount.

HISTORY:

Adopted by Resolution R-258641 06/13/1983